



This application is for establishing an account to change permit fees assessed for the movement of oversize and overweight loads.

**Account Information**

Name : \_\_\_\_\_

Address : \_\_\_\_\_

City : \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Attention : \_\_\_\_\_ Phone (     ) \_\_\_\_\_

FEIN or SSN : \_\_\_\_\_  
(If this account is for an individual, use your Social Security Number)

Billing Address : \_\_\_\_\_  
(If other than above)

City : \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Type of Account Requested**

- ☐ ESCROW - Initial deposit of \$ \_\_\_\_\_ accompanies this application.  
(In multiples of \$100)
- ☐ BONDED- A surety bond must accompany this application. See reverse side for further instructions and Form BT-1931.

The undersigned hereby requests an account be established for the above named company. In connection with this request, the undersigned authorizes the receipt and exchange of credit information. The undersigned agrees to be bound by the terms and conditions that are printed on the reverse side of this application and further agrees that he is liable for all charges incurred through the use of his assigned account number.

Signature of Applicant: \_\_\_\_\_

Typed or Printed Names: \_\_\_\_\_

Company Title: \_\_\_\_\_

Sign both copies of this application and mail to Illinois Department of Transportation, Permit Office, Room 117, 2300 South Dirksen Parkway, Springfield, Illinois 62764. A confidential account number will be assigned and a copy returned. Make all checks payable to the STATE TREASURER OF ILLINOIS. Please reference your account number when making payment.

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**OFFICE USE ONLY**

Date \_\_\_\_\_

You have been assigned Account Number \_\_\_\_\_ .

Please refer to this number when you apply for permits. It is advised you keep this number confidential since you are responsible for all charges incurred.

\_\_\_\_\_  
Joe Hill  
Maintenance Operations Engineer

## **GENERAL PROVISIONS**

The ledger maintained by the Department is intended to show an accurate account of all transactions and will constitute the official record.

In all matters relative to an account, the Department will communicate only with the account holder or his designated representative. As an exception, however, when the account holder has disclosed his confidential account number to an agent, the Department will communicate the current status of the account to the agent upon request.

Payment for permit fees may be in the form of a certified, cashier's, traveler's, company or personal check or postal or telegraphic money order made payable to the State Treasurer of Illinois. Payments in currency must be made in person. The Permit Office will charge a service fee of \$3 for a check returned for any reason.

Use of credit or prepayment shall not modify, alter or in any manner affect either the provisions of the law or the policy of the Department with regard to issuing special permits for excessive size or weight or the determination and collection of authorized fees.

Use of credit or prepayment is not transferable and may be used only for payment of fees for permits issued to the account holder or for fees for IDOT registration of the account holder's vehicles. Credit may not otherwise be used for permits or vehicle registrations issued to any other person, company or organization, nor shall any credit be diverted on behalf of the account holder for any other purpose.

Permit service companies and communications companies, hereafter known as Permit Agents agree to allow the charging of permit fees against their account provided the permit is issued as a hard copy and is transmitted to one of their facilities on a Collection-on-Delivery basis so they may obtain the fee from the permittee. The Department will not issue permits by telephone to any client of said Permit Agent unless prior arrangements have been made and it is agreed said fees may be charged to the Permit Agent's account. Monthly billings to the Permit Agent will list the permit number, name of the permittee and fee for each permit charged to the account. The Permit Agent agrees to pay all such fees charged in accordance with this provision.

## **ESCROW ACCOUNT PROVISIONS**

An escrow (prepaid) account will remain open as long as there is a positive balance. The balance will be reduced by the fee amount for each permit issued.

Upon request, the Department will notify the account holder when the prepaid amount is reduced to an agreed warning limit.

The account holder may replenish his fund at any time. However, deposits must be made in multiples of \$100.

The Department will furnish monthly statements, providing there has been activity against the account, that will show charges, deposits, adjustments and the current prepaid amount remaining.

An escrow account may be closed at any time and the unused balance refunded. Closing of the account and requests for refunds must be in writing.

## **BONDED ACCOUNT PROVISIONS**

A surety bond, Form BT-1931, and a power of attorney for surety must accompany this application. The bonding agency must execute the bond in increments of \$1000 to an amount equal to at least twice the applicant's anticipated monthly charge. The originals of the bond and power of attorney must be submitted.

The Department will furnish billing statements every 30 days, providing there has been activity against the account, that will show charges, payments, adjustments and the amount due. Payment in full is due within two weeks following the billing date.

Any bills not paid within 30 calendar days from the date of the statement will result in the withholding of permits to the account holder until the delinquent amount is paid.

The Department may execute the surety bond to collect any unpaid balance. Reinstatement of credit and issuance of permits will be at the discretion of the Permit Engineer and under such conditions as he may prescribe.

Upon request, the Department will notify the account holder when the total amount due reaches an agreed warning limit of the bonded amount.